#### RESOLUTION NO. 6 , 2012

## A RESOLUTION OF THE BOARD of PUBLIC WORKS AND SAFETY OF THE CITY OF COLUMBUS, INDIANA ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 ("ADA") to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, the City of Columbus, Indiana, remains committed to the ADA and the elimination of barriers to public facilities; and

**WHEREAS,** in compliance with Title II of the ADA, the City of Columbus, Indiana, shall name an ADA Coordinator; and

**WHEREAS,** in compliance with Title II of the ADA, the City of Columbus, Indiana, shall adopt a grievance procedure for resolving complaints alleging violation of Title 11 of the ADA; and

**WHEREAS,** in compliance with Title II of the ADA, the City of Columbus, Indiana, shall publish notice to the public regarding the ADA; and

**WHEREAS,** in compliance with Title II of the ADA, the City of Columbus, Indiana, shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

### NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY, CITY OF COLUMBUS, BARTHOLOMEW COUNTY, INDIANA, THAT:

- 1. The Director of Operations and Finance is responsible for the overall compliance with the ADA.
- 2. The Human Resources Director is designated as the ADA Coordinator for the City of Columbus and is responsible for the City's compliance with the ADA.
- 3. The Notice under the ADA, a copy of which is attached hereto and as revised from time to time, is adopted as the City of Columbus, Indiana's, Notice under the ADA.
- 4. The City of Columbus, Indiana's, Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto and as revised from time to time, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the City of Columbus, Indiana.
- 5. In compliance with Federal and State laws as set forth above, the Board of Public Works and Safety resolves to post the required information regarding the ADA coordinator, Notice under the ADA, and City of Columbus, Indiana, Grievance Procedure under the ADA on its website and at such other locations as may be determined from time to time.

ADOPTED BY THE BOARD OF PUBL COLUMBUS, BARTHOLOMEW COUI JUNE , 2012.	
	Susan Fye, Board of Works Member
	Jayne Farber, Board of Works Member
ATTEST:	
Luann Welmer, Clerk-Treasurer City of Columbus, Indiana	

#### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **City of Columbus, Indiana**, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** City of Columbus, Indiana, does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: City of Columbus, Indiana, will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Columbus, Indiana, programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: City of Columbus, Indiana, will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in City of Columbus, Indiana, offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **City of Columbus, Indiana,** should contact the office of Personnel **at (812) 376-2578,** as soon as possible but no later than one week before the scheduled event.

The ADA does not require the **City of Columbus**, **Indiana**, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Columbus, Indiana, is not accessible to persons with disabilities should be directed to *the Personnel Director, at (812) 376-2578*.

The **City of Columbus, Indiana**, will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## The City of Columbus, Indiana Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **City**. The City's Personnel Policy governs employment related complaints of disability discrimination.

- A. Any citizen or employee who has a complaint regarding the City's alleged non-compliance with the ADA may file a written complaint within sixty (60) days of an incident or of the receipt of information of such alleged non-compliance.
- B. That such written complaints filed by citizens shall be filed with the Human Resources Office of the City.
- C. Should accommodation(s) be necessary in filing the complaint or in any steps in this procedure, an appointment with the Head of the of Human Resources may be made along with a request of the accommodation necessary to file the complaint.
- D. The complaint shall be referred by the Office of Human Resources to the department head who is responsible for the subject of the complaint.
- E. The Office of Human Resources shall be responsible for insuring that such complaints are investigated by the department head and that a written response is given to the complainant within thirty (30) days after such filing of said complaint.
- F. Within thirty (30) days after the receipt of the written response from the department head, the complainant may petition for review of the matter by notifying, in writing, the Board of Public Works and Safety for resolution.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than (sixty) 60 calendar days after the alleged violation to:

Human Resources ADA Coordinator 123 Washington Street Columbus, IN 47201

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **City of Columbus**, **Indiana**, and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within thirty (30) calendar days after receipt of the response to the **Board of Public Works** or its designee.

Within (thirty) 30 calendar days after receipt of the appeal, the **Board of Public Works** or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within (thirty) 30 calendar days after the meeting, the **Board of Public Works** or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ADA Coordinator appeals to the **Board of Public Works** or its designee, and responses from these two offices will be retained by the **City of Columbus, Indiana,** for at least three years.

# Title II of the Americans with Disabilities Act City of Columbus Notification Procedure

Instructions: Sign and return original with signature to:

ADA Coordinator
Columbus Human Resources Department
123 Washington Street
Columbus, Indiana 47201

Please fill out this form completely. Please note that this ADA notification procedure is for facilities, services and programs owned and/or operated by the City of Columbus.

Your name	(complainant):			<del></del>	
Address:	······································			· · · · · · · · · · · · · · · · · · ·	
Contact	Home:	Work:	Mobile:		
numbers:					
E-mail addr	ess:				
Reason for gr	ievance/complaint,	or why you feel you have been	discriminated against. The con	nplaint should	
be in writing and contain information about the alleged discrimination such as name, address, phone number					
of complainant and location, date, and description of the problem. Use a separate sheet if more space is					
needed.					
State if you require an alternative form for any written follow-up communications:					
•	-	*	,		
Your signate	ire.		Date:		
	<i>.</i>		Date.		

If you have questions about this form, need an accommodation, or a different format, please contact the Human Resources office at (812) 376-2570 or send an email to

Please allow us 30 business days to investigate and respond to your complaint.